## 1 STANDING ORDER 2 3 1. Civil Law and Motion is heard on Fridays at 9:30 a.m. Criminal Law and Motion is 4 heard on Fridays at 10:30 a.m. Counsel need not reserve a hearing date in advance for civil motions. 5 However, noticed dates may be reset as the Court's calendar requires. 6 2. 7 Case Management and Pretrial Conferences are heard on Fridays at 1:30 p.m. 8 9 3. In cases that are randomly assigned to Judge Spero for all purposes, the parties are 10 requested to file their written consent to the assignment of a U.S. Magistrate Judge for all purposes as 11 soon as possible. 12 4. 13 Parties with questions regarding scheduling of settlement conferences should contact Judge Spero's secretary, Mary Ann Gomez, at (415) 522-3691. All other scheduling questions should 15 be addressed to courtroom deputy Snooki Puli, at (415) 522-2035. 16 5. In the event a discovery dispute arises, the party seeking discovery shall in good faith 17 18 confer with the party failing to make the discovery in an effort to resolve the dispute without court 19 action, as required by Fed. R. Civ. P. 37 and Civil L.R. 37-1(b). A detailed description of these meet 20 and confer efforts, and the final position of each party, shall be included in the moving papers. The 21 Court will not consider discovery motions unless the moving party has complied with Fed. R. Civ. P. 37 and Civil L.R. 37-1(b). 22

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6. Expedited motions shall include an explanation of why there is good cause to consider the motion on an expedited basis, pursuant to Civil L.R. 7-10(e).

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1	7. In case of emergency, the Judge makes himself available for telephone conferences to
2	resolve discovery disputes. Parties should contact courtroom deputy Snooki Puli at (415) 522- 2035
3	to arrange a telephonic conference with the Judge. If possible, each party should provide a letter to
4	chambers of 1 to 2 pages stating its position prior to the telephone conference. The Judge may decline
5	to conduct a telephone conference if he believes that the circumstances do not constitute an emergency.
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7	8. Motions for summary judgment shall be accompanied by a statement of the material
8	facts not in dispute supported by citations to admissible evidence. The parties shall file a joint statement
9	of undisputed facts where possible. If the parties are unable to reach complete agreement after meeting
10	and conferring, they shall file a joint statement of the undisputed facts about which they do agree. Any
11	party may then file a separate statement of the additional facts that the parties contends are undisputed.
12	A party who, without substantial justification, contends that a fact is in dispute is subject to sanctions.
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14	9. For all papers filed on any matter pending before Judge Spero, a chambers' copy shall
15	be provided and clearly marked. Chambers' copies of documents shall be submitted on 3-hole
16	punched paper. Documents may be submitted on CD-ROM with hypertext links to exhibits.
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18	IT IS SO ORDERED.
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20	Dated: March 21, 2000
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22	JOSEPH C. SPERO
23	United States Magistrate Judge
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